

Self-assessment

Before SMC makes its assessment of your organisation, take some time for self-reflection. SMC staff would like to visit you to talk through the below statements and your assessment of your organisation for each of the statements. Please remember to refer to your organisation's documents for each of the statements.

1. First, tell us about your unique selling point. How do you make the SMC network better/wider/more balanced/relevant/interesting?

How well does each of the statements below describe your organisation? Refer to your organisation's documents.

1. We need to learn more about this, how can we do that?
 2. We are not too bad at this. Some of these things are in place, but of course it could be better.
 3. We are good at this.
 4. We are very good at this. We would be happy to tell others about our success.
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2. Our organisation has a vision, core values, goals and a strategy for its work, and the governing documents relate to human rights.
 3. Our organisation has a legally valid charter and has a legal registration. We have an organogram and a delegation policy. We have a functioning board that operates in accordance with our statutes. Our organisation provides space for members/target groups/stakeholders to put forward their opinions and takes them into account. We strive for a transparent approach. When external consultants or auditors point out shortcomings relating to any of the democratic principles above, we act swiftly to improve the way that we work.
 4. Our organisation has a personnel policy or similar governing document that takes a stand against discrimination of people on the basis of gender; ethnicity; religion or belief; disability; sexual orientation; age; gender identity or expression. We have sufficient resources for HR, personnel care and skills development.
 5. Our organisation raises funds for its own contribution in accordance with Sida's guidelines. The organisation manages to raise sufficient funds to finance its own contribution.
 6. Our organisation has an anti-corruption policy and action plan, and these are followed. There are clear areas of responsibility for anti-corruption work. The personnel who work against corruption have capacity and experience in that type of work. There is a complaints response mechanism, which is used and is effective. Non-conformance cases are well documented.

7. Our organisation has documented procedures (templates, etc.) for organisational assessments. The organisational assessments cover the minimum requirements set for cooperation partners according to the agreement with SMC regarding grant funding. The documented procedures for organisational assessments are regularly used by the organisation.
8. Our organisation has documented routines for quality assurance of interventions throughout the project cycle: planning, monitoring, reporting and evaluation. The routines ensure that the interventions meet the minimum requirements set for an intervention, according to SMC's guidelines, as well as the organisation's own governing documents. The routines are followed.
9. Our organisation has documented routines (templates etc.) to ensure that the interventions are aid efficient, locally owned and coordinated with relevant actors.
10. Our organisation has documented procedures to ensure that there is an agreement between us and our partner before we transfer any funds. The routines and agreements follow what SMC requires the member organisation to follow in accordance with agreements and guidelines.
11. Our organisation has an approach of understanding and willingness to monitoring and learning. We have routines for regularly evaluating and learning from our work.
12. Our organisation has formulated a code of conduct, which the staff are aware of and sign upon employment. We talk with our partners about accountability and complaint handling.
13. We are part of relevant networks for cooperation and advocacy.
14. Our organisation has a continuing dialogue with our partners. We ask for our partners' opinions on the cooperation, and their suggestions for improvements. We and our partners share information that is relevant for our cooperation.
15. Our organisation's work contributes to achieving Agenda 2030. We work in accordance with the UN framework for human rights; international humanitarian right; and decisions by the UN Security Council.
16. Our organisation conducts regular context analyses, which inform our work.
17. On an operational level, our organisation conducts regular risk analyses, which relate to the context analyses and are followed up.
18. Our organisation has governing documents/systems that help us base our work on human rights, integrating an environmental and climate perspective.
19. Our organisation has governing documents/systems that help us base our work on human rights, integrating a gender perspective.
20. Our organisation has governing documents/systems that help us base our work on human rights, integrating a conflict sensitivity perspective.
21. Our organisation has governing documents/systems that help us base our work on human rights, integrating religious literacy.
22. Our organisation has governing documents/systems that help us base our work on human rights, integrating the perspective of freedom of religion or belief.